CONTROLLED SUBSTANCES (CS)

TECHNICAL MANUAL

Version 3.0
March 1997

(Revised July 2003)

Department of Veterans Affairs
VIST**A** Health Systems Design & Development

Revision History

The table below lists changes made since the initial release of this manual. Use the Change Pages document to update an existing manual or use the entire updated manual.

Note: The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
07/03	19-20, 44-45	PSD*3*40	Added two new reports associated with the Electronic Order Entry for Schedule II Controlled Substances project to the *Production Repo*rts [PSD PRODUCTION REPORTS] menu: *Digitally Signed CS Orders Report* [PSD DIGITALLY SIGNED ORDERS] and *Digitally Signed OP Released Rx Report* [PSD DIG. SIGNED RELEASED RX].
04/03	All	PSD*3*41	Updated the manual to Standards. Added the *CS Monitoring Menu* options and routines.
03/97			Original Released Technical Manual.

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Option Name	Routine	Menu Text / Description
PSD DEST NON-CS DRUG	PSDESTO	*Hold a CS Drug (No Inventory Update)* This option allows Pharmacy Supervisors to place a CS VA drug, from the DRUG file (#50), on hold for destruction. When using this option, the CS inventory balance will not be updated. A CS DESTRUCTION file (#58.86) entry is made and can be tracked through the CS software.
PSD DEST TEXT DRUG	PSDESTF	*Non-VA Drug Placed on Hold for Destruction* This option allows the Pharmacy Supervisors to place a non-VA drug, not existing in the DRUG file (#50), on hold for destruction. A CS DESTRUCTION file (#58.86) entry is made and can be tracked through the CS software.
PSD DESTROY DEA41	PSDEA41	*DEA Form 41 Destroyed Drugs Report* This report lists information on destroyed CS that is required in completing the DEA Form 41.
PSD DESTROY DRUGS **Lock:** PSDMGR	PSDEST	*Destroy a Controlled Substances Drug* This option provides the supervisor ability to enter the destruction information for any CS drug being destroyed.
PSD DESTROY MENU		*Destructions Menu* This menu allows Pharmacy Supervisors to maintain the necessary records when destroying a CS drug. **Menu Items:** PSD DESTROY DRUGS *Destroy a Controlled Substances Drug* PSD DEST NON-CS DRUG *Hold a CS Drug (No Inventory Update)* PSD DEST TEXT DRUG *Non-VA Drug Placed on Hold for Destruction*
PSD DESTRUCTION HOLDING	PSDHRPT	*Destructions Holding Report* This report lists all CS drugs being held for destruction.
PSD DIGITALLY SIGNED ORDERS	PSDDSOR	*Digitally Signed CS Orders Report* Only functional when DEA regulations are revised and PKI functionality can be fully implemented nationally. Sites opting to activate PKI functionality for pharmacy can use this option to retrieve and list all digitally signed orders for controlled substances.

Option Name	Routine	Menu Text / Description
PSD DIG. SIGNED RELEASED RX	PSDDSOR2	*Digitally Signed OP Released Rx Report* Only functional when DEA regulations are revised and PKI functionality can be fully implemented nationally. Sites opting to activate PKI functionality for pharmacy can use this option to retrieve and list all released digitally signed orders for controlled substances.
PSD DISPENSE TO NDES	PSDNDES	*Narcotic Dispensing Equipment Orders* This option is for dispensing from Pharmacy to narcotic dispensing equipment systems.
PSD DISPENSE W/O GS	PSDDFP	*Pharmacy Dispense without (VA FORM 10-2638)* This option provides pharmacy the ability to dispense CS drugs from a dispensing site without generating the VA FORM 10-2638. Drugs dispensed using this option will not be displayed on the Inspector's Log for controlled substances for the NAOUs. These drugs will be included on the Pharmacy Dispensing Report and the Daily Activity Log.
PSD DISPENSING MENU		*Dispensing Menu* This menu contains access to all options associated with the dispensing of controlled substances. **Menu Items:** PSD WORKSHEET PRINT *Print CS Dispensing Worksheet* PSD WORKSHEET DISPENSING *Fill/Dispense CS Orders from Worksheet* PSD PRINT 2321 *Dispensing/Receiving Report (VA FORM 10-2321)* PSD PRINT 2638 *Green Sheet - Print (VA FORM 10-2638)* PSD DISPENSE W/O GS *Pharmacy Dispense without (VA FORM 10-2638)* PSD REPRINT MENU *Reprint Reports Menu* PSD LABEL DRUG/NUMBER Label for Dispensing (Barcode) PSD DISPENSE TO NDES *Narcotic Dispensing Equipment Orders*

Option Name	Routine	Menu Text / Description
PSD PRINT SETUP LISTS		*Print CS Set Up Lists* This option contains all reports or lists associated with setting up the files for the CS module. **Menu Items:** PSD DRUG LOC PRINT *List CS Drug Location Codes* PSD INVEN TYPE PRINT *Print Inventory Types* PSD NAOU PRINT *Show Narcotic Area of Use* PSD DRUG FILE DATA *Drug File Stats for CS Drugs* PSD DEA LIST *DEA Special Handling List* PSD STOCK PRINT *Stock Drug Print (Stock Level and Location)* PSD STOCK LIST *Stock Drug List (Inventory Type and Location)* PSD NAOU INV GROUP PRINT *Inventory Group List (80 column)* PSD MFG REPORT PRINT *Manufacturer and Narcotic Information Report* PSD STOCK UNIT LIST *Breakdown/Dispensing Unit Report*
PSD PRINT VAULT TRANSFERS	PSDTRVR	*Transfer Drugs between Dispensing Sites Report* This report displays all transactions, which transferred CS between dispensing sites, for a given period of time. The transactions list within dispensing site, by drug, the date/time transferred, quantity transferred, and pharmacist transferring the drug.

Option Name	Routine	Menu Text / Description
PSD PRINT VAULT TRANSFERS TECH **Lock:** PSD TECH	PSDTRVR	*Transfer Drugs between Dispensing Sites Report* This report displays all transactions, which transferred CS between dispensing sites, for a given period of time. The transactions list within dispensing site, by drug, the date/time transferred, quantity transferred, and pharmacist transferring.
PSD PRODUCTION REPORTS		*Production Reports* Pharmacy uses the production reports to maintain CS drug accountability and proper inventory controls. Reports generated in lieu of VA FORM 10-2321 and VA FORM 10-2638 may be generated from this menu. **Menu Items:** PSD PRINT INSPECTOR LOG *Inspector's Log for Controlled Substances* PSD STOCK PRINT *Stock Drug Print (Stock Level and Location)* PSD PRINT PHARM DISP *Pharmacy Dispensing Report* PSD PRINT GS PICKUP *Green Sheet Ready for Pickup Log* PSD PEND VAULT ORDERS *Pending CS Orders by Dispensing Site* PSD NOT DELIVERED *Orders Filled Not Delivered* PSD GS HISTORY *Green Sheet History* PSD DAILY LOG *Daily Activity Log (in lieu of VA FORM 10-2320)* PSD INVEN SHEET PRT *Inventory Sheet Print* PSD ON-HAND *List On-Hand Amounts* PSD EXP REPORT *Expiration Date Report*

Option Name	Routine	Menu Text / Description
		PSD PRINT VAULT TRANSFERS *Transfer Drugs between Dispensing Sites Report* PSD PRT GS PICKED UP *GS Picked Up Awaiting Pharmacy Review* PSD INSP LOG BY RECD DATE *Inspector's Log by Rec'd Date* PSD RX DISPENSING REPORT *Rx (Prescription) Outpatient Dispensing Report* PSD DIGITALLY SIGNED ORDERS *Digitally Signed CS Orders Report* PSD DIG. SIGNED RELEASED RX *Digitally Signed OP Released Rx Report*
PSD PRT GS INSP HOLD	PSDPSI	*Under Inspector's Review - Green Sheets* This report lists all Green Sheets placed on hold for review by a CS Inspector.
PSD PRT GS PICKED UP	PSDCPO	*GS Picked Up Awaiting Pharmacy Review* This report lists all Green Sheets picked up by pharmacy but still awaiting a pharmacy review.
PSD PURCHASE ORDER REVIEW	PSDREV	*Purchase Order Review* Use this option to review all receipt transactions for a selected purchase order.
PSD PURGE	PSDPRG	*Purge CS WORKSHEET File* This option purges the CS WORKSHEET file (#58.85) nightly. The CS WORKSHEET file (#58.85) is the holding area for CS order requests pending pharmacy processing. The data should remain in the file until orders have been received on an NAOU or cancelled. Once the order is received on an NAOU or cancelled, the data is purged from the file using this background job. This routine should run nightly. The time to queue this option to run should not conflict with system backup.
PSD PV INVOICE REVIEW	PSDREPV	*Invoice Review (Prime Vendor)* To list all receipts that has been posted for a selected Prime Vendor invoice number.
PSD READY GS FOR PICKUP	PSDNCGS	*Complete a Green Sheet - Ready for Pickup* Use this option to complete a CS Administration Record (VA FORM 10-2638).
PSD REC GS	PSDNRGS	*Receipt of Controlled Substance from Pharmacy* Use this option to receive CS orders with a Green Sheet (VA FORM 10-2638).

Option Name	Routine	Menu Text / Description
PSD RECEIPTS MENU		*Receipts Into Pharmacy* Use this option to process receipts for purchase orders, control point transactions, and Prime Vendors. **Menu Items:** PSD RECEIVING *Receiving* PSD PURCHASE ORDER REVIEW *Purchase Order Review* PSD CP TRANSACTION REVIEW *Control Point Transaction Review* PSD DRUG RECEIPT HISTORY *Drug Receipt History* PSD PV INVOICE REVIEW *Invoice Review (Prime Vendor)*
PSD RECEIVING	PSDREC	*Receiving* Use this option to process receipts from a purchase order, control point transaction, or Prime Vendor, updating the balance, transaction file, and monthly activity.
PSD REPRINT 2321	PSDRDR	*Reprint Disp/Receiving Report (VA FORM 10-2321)* The Dispensing/Receiving Report (in lieu of the VA FORM 10-2321) may be reprinted. This report may be generated for a single Green Sheet or for a single NAOU within a specified date and time frame.
PSD REPRINT 2638	PSDRPGS	*Green Sheet Reprint (VA FORM 10-2638)* Pharmacy uses this option to reprint a single Green Sheet.
PSD REPRINT LABEL	PSDLBLR	*Label Reprint for Dispensing Drug* This option provides pharmacy the tools to reprint CS dispensing drug labels.